THE PORT OF NEW YORK AUTHORITY
111 Eighth Avenue-at 15th Street, New York, N.Y. 10011

World Trade Department
Guy F. Tozzoli, Director
Richard C. Sullivan, Director, The World Trade Center

Malcolm P. Levy, Chief, Planning & Construction Division · Telephone (212) 620-8233

Rec'd 5/15/68
Gene Cox

GENERAL INSTRUCTIONS TO CONTRACTOR FOR WORLD TRADE CENTER CONTRACTS

To Prime Contractors

The following information is directed to your attention in order that you may acquaint yourself with the procedure the Port Authority desires to follow upon execution of the contract.

After execution of the contract, you are requested to direct communications as follows:

Subject Matter	Addressee	Copies
All correspondence pertaining to administration of contract other than that specifically required below to be directed elsewhere. This includes correspondence on contract changes, matters pertaining to field problems, including changes stemming from field conditions, job progress and schedule.	To: Mr. J. Endler, Assistant Vice-Pres., Tishman Realty & Construction Co., Inc. 11th Floor, 30 Church Street, New York, N.Y. 10007	Submit original and one copy to Mr. Endler and two copies to Mr. Monti
All correspondence pertaining to administration of contract which involves additional expenditures or credits, requests for approval of subcontractors, and notification for off-site inspection of materials and equipment, etc.	To: Mr. R.M. Monti, Construction Manager, Room 1119, The Port of New York Authority, 30 Church Street, New York, N.Y. 10007	Submit original and two copies to Mr. Monti and one copy to Mr. Endler.

Subject Matter	Addressee	Copies
Shop drawings and catalog cuts. 1 Sepia, 11 Prints — Tishman 1 Print - Alcoa 1 Print — Sparks.	To: Mr. Marvin Altman, Architectural Coor., Tishman Realty & Construction Co., Inc. 11th Floor, 30 Church Street, New York, N.Y. 10007	For information on number of copies of shop drawings, size required, etc., see Contract Specification clause entitled, "Working Drawings and Catalog Cuts." Submit original drawings to Mr. Altman, one copy of each transmittal letter to Mr. Monti, and one copy to Mr. H.A. Tessler, Manager, Project Planning, Room 300, The Port of New York Authority, 111 Eighth Avenue, New York, N.Y., 10011.
Approval of equipment and material including samples, purchase orders, lists of materials and equipment proposed to be furnished under the contract and proposals for substitutions for specified material or equipment.	To: Mr. Monti	Direct original copy of all correspondence to Mr. Monti, one copy to Mr. Tessler, and one copy to Mr. Endler. For further instructions on inspection of material see clauses of specifications entitled "Inspections and Rejections" and "Workmanship and Materials".
Insurance Matters	To: Mr. Charles F. Levinson, Insurance Manager, Room 1005 The Port of New York Authority, 111 Eighth Avenue, New York, N.Y. 10011	Direct original to Mr. Levinson, with copies to Mr. Monti, and Mr. Endler.
A report of all accidents arising in connection with the work must be made to the Port Authority.	To: Mr. W.F. Gillespie, Claims Attorney, Room 1163, The Port of New York Authority, 111 Eighth Avenue, New York, N.Y. 10011	Direct original to Mr. Gillespie with copies to Mr. Monti and Mr. Endler.

Please note the following requirements:

1. Under the clause of the contract entitled "Inspections and Rejections", you are required to furnish lists of material and equipment furnished under the contract. Such lists of material and equipment to be installed under the contractor must bear the vendor's name, manufacturer's name, trade name, style designation, catalog number and any other information necessary to completely identify the item.

2. All lists of materials and equipment must be submitted within ninety days from receipt of letter of acceptance of contract.

3. Requests for changes in materials and equipment from those specifically mentioned in the contract specifications must be submitted within a minimum of forty-five days of the approved date the contractor's schedule specifies as the time for implementation for the particular item.

4. All correspondence, shop drawings, purchase orders, samples, catalog cuts, etc., must bear the Port Authority contract number and be referenced to specification section.

5. All correspondence must come to the Port Authority or Tishman Realty & Construction Co. Inc., through you as the prime contractor. Correspondence submitted directly to the Port Authority or Tishman by subcontractors or materialmen will be given no consideration.

6. Request for approval of material and equipment will not be honored and no inspection made until the subcontractor placing orders for such material or equipment has been approved.

7. You are requested to prepare a list of the shop drawings, catalog cuts and samples which will be submitted for approval as required by the specifications. This list should be sent by you to Mr. Altman, with copies to Mr. Monti and Mr. Tessler with dates indicating when you will submit the items for approval. The dates which you establish on this list should be those which you feel necessary in order to meet the required completion date for all work under the contract. It is requested that this list be submitted within forty-five days of receipt of this letter.

   Also a list of items which will be inspected at source will be developed jointly within ninety days of the date of this letter.

8. In order that work under the contract may proceed expeditiously, it is urgent that you submit the names of your subcontractors for approval without delay. Forms requesting approval of subcontractors must include the following information:

   A. Name and address of subcontractor.

   B. The amount of the subcontract, including the analysis of the subcontractor's bid on forms furnished by the Port Authority. No approval of the subcontractor will be issued without the analysis of subcontractor's bid.

C. An accurate description of the work involved.

D. Three references on work of similar nature previously performed by subcontractor.

Malcolm P. Levy, Chief
Planning & Construction Division
The World Trade Center

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